



REQUEST FOR QUOTATION (GOODS& SERVICES)

Description & No : RFQ/PSO/57 (File Card Cover Imported for Various Institutes/Departments/Offices, University of Sindh Jamshoro)
Date of Issue : 7th March 2024 10:50 AM
Date of Submission of Quotation : 11th March 2024 12:00 PM
Place of Delivery : Purchase & Stores Office
Contact Person & Telephone : Purchase & Stores Officer (022-9213224)

Sr.	Description	Item Specification	Quantity	
1.	File Card Cover Imported 200 grams Size A-4 Color Light Yellow Printed Logo University of Sindh Jamshoro with Department Name or equivalent.		1000	Nos.
2.	File Card Cover Imported 200 grams Size A-4 Color Blue Printed Logo University of Sindh Jamshoro with Department Name or equivalent.		1000	Nos.
3.	File Card Cover Imported 200 grams Size A-4 Color Gray Printed Logo University of Sindh Jamshoro with Department Name or equivalent.		1000	Nos.
4.	File Card Cover Imported 200 grams Size A-4 Color Light Green Printed Logo University of Sindh Jamshoro with Department Name or equivalent.		400	Nos.
5.	File Card Cover Imported 200 grams Size A-4 Color Light Parrot Printed Logo University of Sindh Jamshoro with Department Name or equivalent.		600	Nos.
6.	File Card Cover Imported 200 grams Size A-4 Color Pink Printed Logo University of Sindh Jamshoro with Department Name or equivalent.		600	Nos.
7.	File Card Cover Imported 200 grams Size A-4 Color Dark Blue Printed Logo University of Sindh Jamshoro with Department Name or equivalent.		1000	Nos.
8.	Card File Cover Imported Card 350 grams Size A-4 Color Brown Printed Logo University of Sindh Jamshoro or equivalent.		2000	Nos.

Terms & Conditions:

1. Income Tax and Sales Tax Registration Certificate (FBR and / or SRB) must be provided at the time of submission of quotation.
2. Material of this order is subject to final inspection at the time of delivery.
3. We reserve the right to cancel any or all the above items if material is not in accordance with our specification or if the delivery is delayed.
4. Payment will be made through crossed cheque after the receipt of the bill and delivery of the above-mentioned item(s).
5. General Sales Tax will be paid on applicable items only.
6. Liquidity damage at the rate of 2% per month on actual will be imposed on delayed delivery.
7. The rate/item cost must be quoted for all required items otherwise Incomplete or conditional Quotation will not accepted.
8. The rate/item cost is final and no change what so ever will be accepted.
9. Government tax(s), levi(es) and charge(s) will be charged as per Policy.
10. Competent Authority reserves the right to change / alter / remove any item or article or reduce /enhance quantity without assigning any reason.
11. Invoice should be submitted to Purchase Store Office.
12. Advance Payment subject to Bank Guarantee Preferably National Bank of Pakistan.
13. No subletting in any case/item/form will be allowed.

14. All Government Taxes (including Income Tax), Levies and charges will be charged as per applicable rates / denomination of Purchase/Work Order.
15. University of Sindh reserves the right to issue Purchase order for any single item(s) to different lowest responsive bidders or issue Purchase Order for all the items to any lowest responsive bidder.
16. Certificate of Genuine / Originality will be provided by the supplier (where applicable).

Sd/-

Purchase Store Officer
University of Sindh, Jamshoro